

FILE MAINTENANCE AND DISPOSITION PLAN						Date Prepared: 11/20/06	Date Updated: 01/16/07, 1/30/07, 02/28/07, ORC
OFFICE NAME: Washington Operations Office		OFFICE CONTACT PERSON: Elinore Lorenzana, (360) 753-9080		REGIONAL RECORDS MANAGER: Joyce Aoyama, (206) 553-2595			
Total Volume of Records for this File Station:		Total number of File Drawers: Legal size: Letter size:		xxx			
FILE PLAN							
AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS		NARA DISPOSAL AUTHORITY	LOCATION	
0 008A	NONR 008A	Technical Reference/Non Record Material	Disposable; Destroy when obsolete or superseded or no longer needed for reference.		NON-RECORD		
104-010-01 233	EPA 233 a, b	Disaster Response: Item a(1): Presidential declared major disasters - Nonelectronic Item a(2): Presidential declared major disasters - Electronic Item a(3): Electronic copy of records transferred to the National Archives Item b: Other Presidential declared emergencies Item c: Local EPA emergencies	Item a(1): Permanent - Close inactive records upon completion of each major benchmark. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent - Close inactive records upon completion of each major benchmark. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable - Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable - Close inactive records upon completion of final inspection. Destroy 10 years after file closure. Item c: Disposable - Close upon completion of all clean up and restoration activities. Destroy 10 years after file closure. Item a(1): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 30 years after file closure. Item a(2): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, in a format as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.		N1-412-07-61 Status: Final, 2/28/2011		
108-024-01-02 014A	SUPR 014A	Remedial Site Files - Superfund Site-Specific Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic	Item a(1): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 30 years after file closure. Item a(2): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, in a format as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.		N1-412-06-14 Status: Final, 12/31/2010		
108-025-02 213	WATR 213	<u>Water Quality Planning & Management Files</u> Item a(1): Final plans and annual and biennial reports - Nonelectronic Item a(2): Final plans and annual and biennial reports - Electronic Item b: Supporting files	Item a(1): Permanent Close inactive records at end of year. Transfer to the National Archives 10 years after file closure. Item a(2): Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item b: Disposable Close inactive records at end of year. Destroy 10 years after file closure.		N1-412-08-7/2 Status: Final, 2/28/2011		
108-025-03 214	WATR 214R	Drinking Water Management and Direct Implementation Files	Disposable, Office Retention FB+1, Destroy: FB+10		N1-412-08-7/3		
108-025-04 215	USTP 215R	Underground Storage Tanks Site/Facility Files					
108-025-05 478	RCRA 478R	RCRA Generators, Transporters, and TSD Facilities Files					

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-025-08 025	EPA 025	<u>Enforcement Actions - Superfund Site-Specific</u> Item a: No legal action required and routine legal action cases Item b(1): Landmark cases - Nonelectronic Item b(2): Landmark cases - Electronic Item b(3): Landmark cases - Electronic copy of records transferred to the National Archives	Item a: Disposable Close inactive records upon settlement or closing of case. Destroy 30 years after file closure. Item b(1): Permanent Close inactive records upon settlement or closing of case. Transfer to the National Archives 30 years after file closure. Item b(2): Permanent Close inactive records upon settlement or closing of case. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item b(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-19 Status: Final, 12/31/2010	
108-025-08 207	ENFO 207R	Enforcement Action Files			
108-025-08 211	ENFO 211	Compliance Files	Disposable, Office Retention: FB+1yr, Destroy: FB+5yrs.	Pending; Contact Joyce Aoyama	
204-079 205	PERM 205A	Permit Files			
204-079 210	PERM 210R	Administrative Records - Permits		N1-412-98-4	
205 003	CONT 003a	<u>Grants and Other Program Support Agreements</u> Item a: Record copy	Item a: Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.	N1-412-07-34 Status: Final, 7/31/2010	
205 232	CONT 232A	Waste Water Construction and State Revolving Fund Grants			
205 274A	CONT 274A	Unsuccessful Grant Application Files			
301-093 006	PROG 006b	Program Management Files - Correspondence/Subject Files Item b: Other than senior officials	Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/2 Status: Final 12/31/09	
301-093 203A	OVER 203A	State Oversight Files	Disposable; Close inactive records annually. Destroy: FB+10yrs.	Pending; Contact Joyce Aoyama	
302-095 602	SECU 602	<u>Continuity of Operations (COOP) Plans</u> Item a: Record Copy Item b: Background Documentation	Item a: Disposable Close inactive records when superseded or canceled. Destroy 5 years after file closure. Item b: Disposable Close inactive records when superseded or canceled. Destroy 3 years after file closure.	N1-412-07-54/7 (Item a) GRS 18/27 (Item b) Status: Final 12/31/2012	
302-095 603	EPA 603	Continuity of Operations (COOP) Exercises		N1-412-07-54/8 (Item a) GRS 18/28 (Item b)	
303-100 132	EPA 132a	Congressional Correspondence: Item a: Record copy	Item a: Disposable Close inactive records at end of congressional session. Destroy 5 years after file closure.	N1-412-07-1/3 Status: Final 5/31/09	
304-104-02 145	PROG 145R	<u>Program Development Files</u> Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives	Item a(1): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-29 Status: Final, 1/31/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
304-104-03 204	OVER 204a	<u>State and Other Entity Program Authorization and Approval Files:</u> Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives	Item a(1): Permanent Close inactive records at end of year or after new authorization is signed. Transfer to the National Archives in 5 year blocks 20 years after file closure. Item a(2): Record copy - Permanent Close inactive records at end of year or after new authorization is signed. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-07-2/8 Status: Final, 1/31/2011	
305-109-01 258	CONT 258 a, b, c	<u>Final Deliverables and Reports</u> Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic Item a(2): Environmental programs, except Superfund site-specific - Electronic Item a(3): Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives Item b: Superfund site-specific Item c: Non-environmental programs	Item a(1): Permanent Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records upon completion of project. Destroy 30 years after file closure. Item c: Disposable Close inactive records upon completion of project. Destroy 7 years after file closure.	N1-412-06-27 Status: Draft, 2/28/2011	
305-109-02-01 030	FOIA 030	FOIA - Copies			
305-109-02-04 081	PUBA 081A	Public Awareness Files Item a(1): Official dissemination products - Nonelectronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. Item a(2): Official dissemination products - Electronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. Item a(3): Official dissemination products - Electronic copy of records transferred to the National Archives Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. Item b: Background or working papers	Item a(1): Permanent Close inactive records at end of year. Transfer to the National Archives 10 years after file closure. Item a(2): Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records at end of year. Destroy 3 years after file closure	N1-412-07-68/14 Status: Final, 12/31/2010	
305-109-02-04 200	EPA 200	<u>Training Material</u> Item a: Routine training materials Item c(1): Mission-related training materials - Nonelectronic Item c(2): Mission-related training materials - Electronic Item c(3): Mission-related training materials - Electronic copy of records transferred to the National Archives	Item a: Disposable Close inactive records after course or material is superseded. Destroy 5 years after file closure. Item c(1): Permanent Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure. Item c(2): Permanent Close inactive records after course or material is superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item c(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-11 Status: Final, 1/31/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
305-109-02-04-250	EPA 250	<u>Publications and Promotional Items</u> Item a(1): Items depicting EPA's environmental mission activities - Nonelectronic Item a(2): Items depicting EPA's environmental mission activities - Electronic Item a(3): Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives Item b: Routine publications or promotional items Item c: Working papers and background materials	Item a(1): Transfer to the NARA 20 years after file closure. Item a(2): Transfer to the NARA 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Delete after electronic record copy is successfully transferred to the National Archives. Item b: Destroy 5 years after file closure. Item c: Destroy 2 years after file closure	N1-412-06-9 Status: Final, 02/28/2011	
306-112 007	DIRE 007 a, b	<u>Directives and Policy Guidance Documents Issued by Specific Programs and Regions</u> Item a(1): Published or released to the public and related background materials - Nonelectronic Item a(2): Published or released to the public and related background materials - Electronic Item b: Unpublished or not released to the public and related background materials	Item a(1): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure. Item a(2): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item b: Disposable Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.	N1-412-06-7 Status: Final, 12/31/2010	
401 110	ADMI 110	Office Administrative Files	Item a: Disposable Destroy when 2 years old	GRS 23/1 Status: Final 1/31/2009	
402-126 276	PERS 276	<u>Time and Attendance Records</u> a(1): Source records maintained by Payroll Management and Outreach Staff (PMOS) a(2): Source records - Copies maintained by other offices b: (Reserved)	a(1): Disposable Destroy after GAO audit or when 6 years old, whichever is sooner. a(2): Disposable Close inactive records at end of pay period. Destroy 1 year after file closure. b: (Reserved)	GRS 2/7 (Item a(1)) N1-412-07-69/1 (Item a(2)) Status: Final 6/30/2012	
403-254 279	EPA 279 >	Leave Records Item a(1): Leave application files - If employee initials time card or equivalent Item a(2): Leave application files - If employee has not initialed time card or equivalent Item b(2): Leave record - Maintained by creating office	Item a(1): Disposable Destroy at end of following pay period. Item a(2): Disposable Destroy after GAO audit or when 3 years old, whichever is sooner. Item b(2): Disposable Close inactive records when signed by supervisor. Destroy 3 years after clo	GRS 2/6a (Item a(1)) GRS 2/6b (Item a(2)) GRS 2/9b (Item b(2)) Status: Final 7/31/2009	
405 036	BUDG 036	<u>Routine Procurement Files</u> Item a(1)(a): Procurement organization copy of transactions that exceed the thresholds, dated on or after July 3, 1995 Includes transactions and related papers that exceed the simplified acquisition threshold of \$100,000 and all construction contracts exceeding \$2,000. Item a(1)(b): Procurement organization copy of transactions below the thresholds, dated on or after July 3, 1995 Includes transactions and related papers at or below the simplified acquisition threshold of \$100,000 and all construction contracts at or below \$2,000. Item a(2)(a): Procurement organization copy of transactions exceeding \$2000, dated earlier than July 3, 1995 Includes transactions and related papers that utilize other than small purchase procedures and all construction contracts exceeding \$2,000. Item a(2)(b): Procurement organization copy of transactions under \$2000, dated earlier than July 3, 1995 Includes transactions and related	Item a(1)(a): Destroy 6 years, 3 months after file closure. Item a(1)(b): Destroy 3 years after file closure. Item a(2)(a): Destroy 6 years, 3 months after file closure. Item a(2)(b): Destroy 3 years after file closure. Item b: Destroy when funds are obligated. Item c: Destroy upon termination or completion. Item d: Destroy 5 years after file closure.	GRS 3/3 Status: Final 7/31/2010	